

**Position: Contracts Specialist**  
**Division: Disaster-CDBG Office of Community Development**  
**Compensation: \$31,900 annually (not including benefits)**

Contract Specialist shall prepare, route and track contracts for the procurement of supplies, services, or construction related to the recovery programs and projects. Tasks involve drafting recommendation memoranda, preparing contract documents for routing, ensuring documents are properly uploaded to the contracts routing system, coordinating with purchasing and the law department, and keeping program and project managers apprised of the contract status and issues. Must be highly organized and maintain regular tracking of the status of multiple contractual documents across hundreds of recovery projects.

Preferred candidate shall possess a two or four year degree in accounting, business, finance, law, contracts, purchasing, or organization and management. Experience may be substituted for education. Must possess excellent organizational, communication and interpersonal skills, be familiar with the Microsoft Office Suite such as Word, Excel, PowerPoint, and Adobe Acrobat, and be proactive and possess a "can do" attitude.